



Chief Learning Officer Office of Strategic Employee and Organizational Development

*"ENGAGE * DEVELOP * RETAIN"*

**Dr. Vicki A. Brown, Chief Learning Officer
Director, OSEOD
April 2021**



**U.S. Department of the Interior | Office of Employee Development
Chief Learning Officer**



GETTING unSTUCK

“Though we are all products of time and framed by many other external factors, we must not be impeded by them.”

*Dr. Vicki A. Brown,
Chief Learning Officer, DOI*





Career Planning



- **What is the importance of having a clearly articulated strategic career plan?**
- **Why is it important to spend time developing a career plan?**

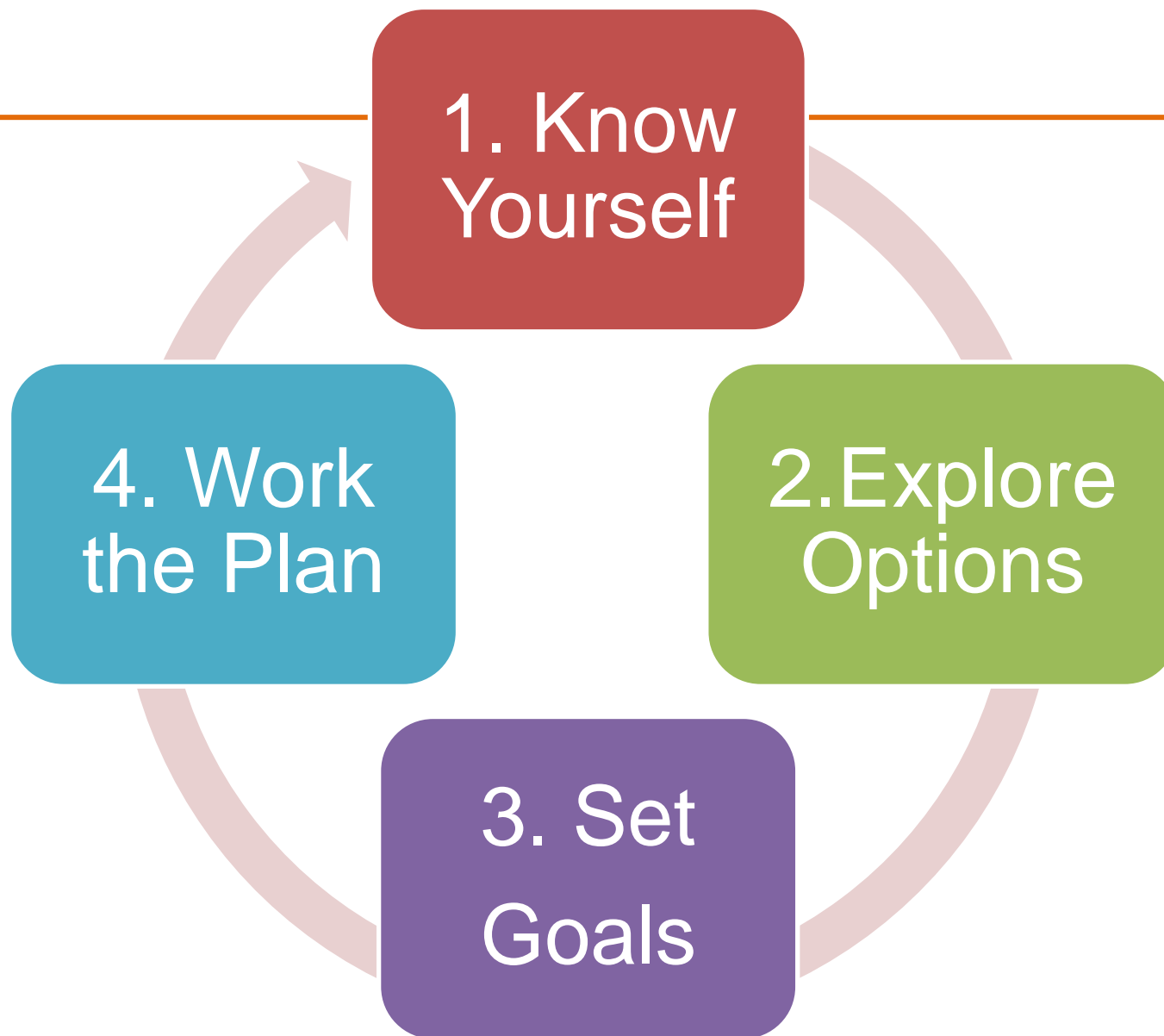


Career Planning

- ✓ It enables you to take charge of your career – to chart your own course for your current employment and future opportunities
- ✓ You establish your goals and contingency plans based on your personal values and commitments
- ✓ You identify proactively the key skills, experiences, and relationships you need in order to optimize your career choices
- ✓ You anticipate change in the internal and external environments and position yourself to respond to emerging needs
- ✓ **Research shows that the most successful careerists have a long-term game plan that they follow in a disciplined way**



A Simplified Career Planning Process





Step 1: Know Yourself

Ask yourself these questions:

- **Who am I? What is important to me?**
- **What excites me; makes me feel fulfilled?**
- **Where are my passions?**

“The process of uncovering what you are meant to do, that is finding career direction, is a journey. It starts with discovering the essential "you": the person who truly resides behind the facades, defenses, and stresses of everyday life.”





The Brand Called “You”



- What are the qualities or characteristics that make you distinctive from your competitors — or your colleagues?
- What have you done lately to make yourself stand out?
- What would your colleagues or your customers say is your greatest and clearest strength?
- Your most noteworthy personal trait?



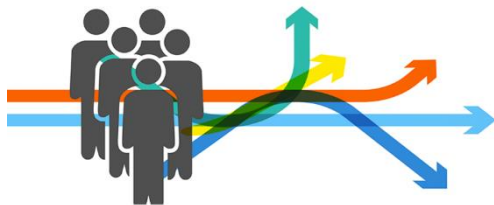
Some Common Articulated Beliefs

- **“I am indispensable so they have to promote me.”**
- **“If I work harder than everyone around me, opportunity will follow.”**
- **“I’ve earned the promotion.”**
- **“My boss is looking out for me.”**
- **“I should look past my weaknesses and play to my strengths.”**
- **“I am the best qualified person for the job.”**
- **“If I accept the toughest assignment I will get promoted.”**





Step 2: Explore Options



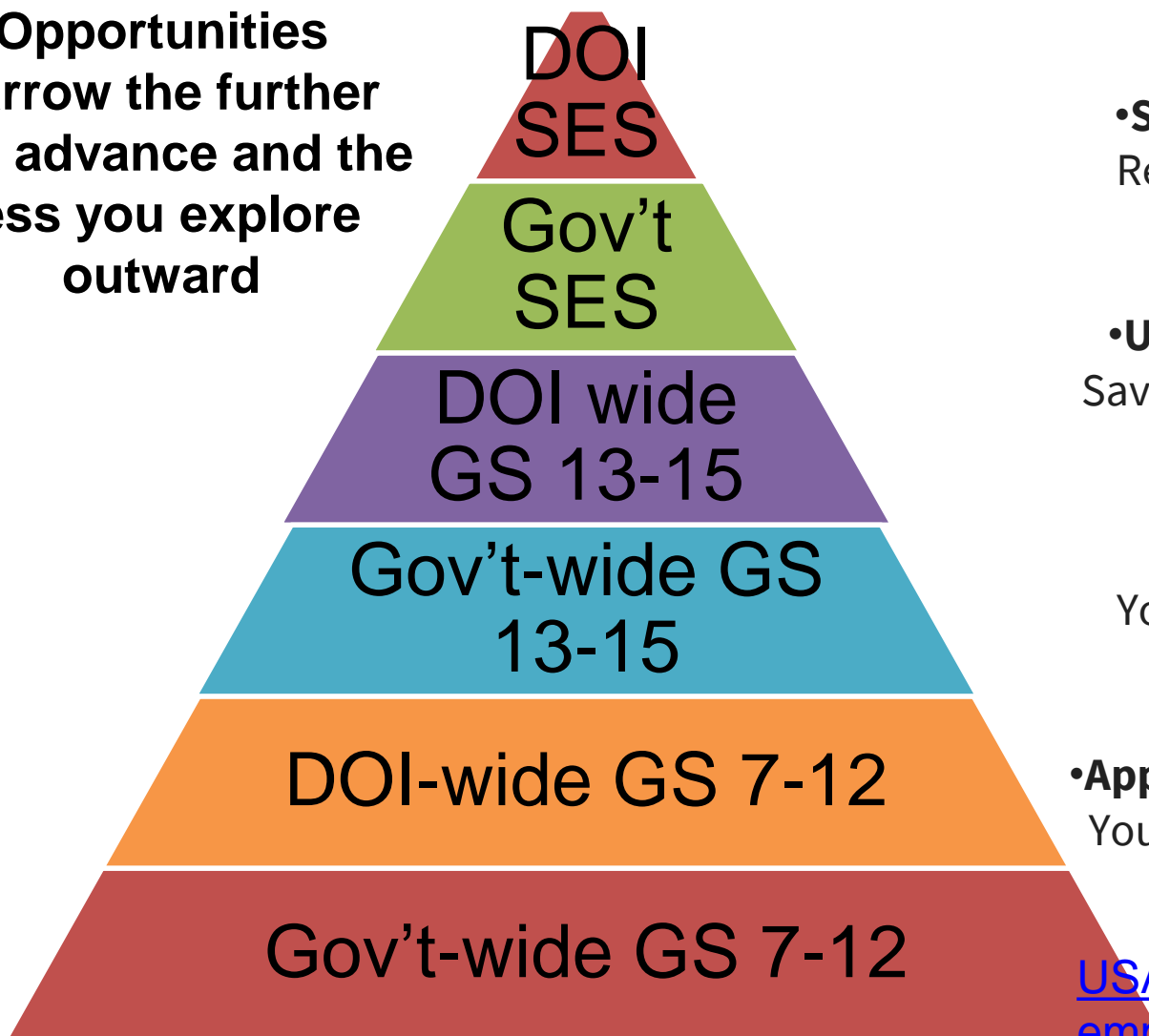
- Once you have spent time getting to know yourself better, think about what you want to do
- Your career must be aligned with who you are: Otherwise you'll be unhappy with work, and you'll probably underachieve
- Ill-fitting jobs demand different talents from the ones that you have
- The starting point is to do some brainstorming on the jobs that you think would suit who you are





Just the Facts

Opportunities
narrow the further
you advance and the
less you explore
outward



USAJOBS

- **Save your favorite jobs and searches**
Receive email updates from jobs you're interested in

- **Upload your resumes and documents**
Save and manage resumes and documents for your application

- **Make your resume searchable**
Your resume will be visible to recruiters searching our database

- **Apply for jobs in the Federal Government**
You can only apply online with a complete USAJOBS profile

[USAJOBS - The Federal Government's official employment site](https://www.usajobs.gov)



Step 3: Set Goals

THE 5 YEAR GOAL PLAN

FINANCIAL
What is it that you want to achieve:
• _____
Steps to take to achieve this goal:
• _____
• _____
• _____

CAREER
What is it that you want to achieve:
• _____
Steps to take to achieve this goal:
• _____
• _____
• _____

RELATIONSHIP
What is it that you want to achieve:
• _____
Steps to take to achieve this goal:
• _____
• _____
• _____

FAMILY
What is it that you want to achieve:
• _____
Steps to take to achieve this goal:
• _____
• _____
• _____

HEALTH
What is it that you want to achieve:
• _____
Steps to take to achieve this goal:
• _____
• _____
• _____

TRAVEL
What is it that you want to achieve:
• _____
Steps to take to achieve this goal:
• _____
• _____
• _____

SOCIAL
What is it that you want to achieve:
• _____
Steps to take to achieve this goal:
• _____
• _____
• _____



Step 4: Make a Plan

- **Advancing your career doesn't always mean that you're moving up with each position:**
 - **Sometimes a new position may seem like a demotion, but you can still make that work for your career plan**
 - **Sometimes the next step in your career plan may be a lateral move**





Office of Employee Development
Chief Learning Officer



Let us
HELP you
Get
Unstuck!



DOI Integrated Employee Career Development Ecosystem





DOI University (DOIU) – Learning Delivery and Professional Development (LD/PD)

Offers ~275
courses annual

Trains ~10,000
students annually

Virtual Instructor
–led courses

Face-to-Face
courses

Learning Centers
in MIB, Denver,
ALB/NIPTC

Webinars on
Demand

Women in
Leadership
Courses

Supervisor
Course

Professional
Development
HR, IT, FM
occupations

Program
Management
Office / PMIAA

Acquisition
Institute

ISD courses to
meet Bureau /
Office needs



DOIU - Leadership, Engagement, and Development (LEAD) Broadening Opportunities

- Progressive Leadership Courses (DOIU / bureau specific)
- Interior Coaching Program
- CXO Fellows Program
- President's Management Council Inter-Agency Rotation Program
- SES Candidate Development Program
- Federal Executive Institute
- White House Leadership Program
- DOI Career Connection





DOIU Leadership Programs

- **Aspiring leaders** are transitioning from serving as an individual performer to leading a project or a team with potential future development into supervision or management.
- **Exploring leaders** are transitioning from being a team leader to a 1st line supervisor or managing/leading projects or teams with potential future development into managing portfolios or larger-scale operations.
- **Navigating leaders** are transitioning to a larger scope of supervision or leadership by managing portfolios or larger-scale operations with potential development into executive-level leadership.



Interior Coaching Program (ICP)

- The ICP is a new initiative that supports employees with their career development
- The program is open to all employees and includes:
 1. **Interior Coach Training Program (ICTP)** – to train and develop internal cohort of coaches to serve across the Department
 2. **Interior Coaches** – to provide coaching services to DOI employees and teams at no cost, targets entry-mid-level employees/supervisors
 3. **External Coaches** – roster of external coaches who can be easily accessed through FCG and CADR at cost, emphasis on coaches with advanced certifications for senior management and executives
 4. **Coaching Portal** – platform for employees to learn more about coaching, provides access to coaches, feedback on coaching services, and connects coach community (in development)
 5. **Coach Community** – a formal community of practice for DOI coaches to have ongoing support and development
- Next cohort tentatively scheduled for 1/2QFY22; employees register directly with DOIU. We vet all applicants and interview the top percentage.
- Shari Hanscomb, DOIU/LEAD is the POC



CXO Fellows Program

- Competitive 1-year professional development program for GS 9-13 (or equivalent) employees in finance/budget, human capital, acquisition/procurement, and information technology functions
- Participants stay in home agency positions
- Cohort meets 2 times/month to focus on leadership, cross-functional and interagency collaboration, and career development (usually in DC, but will be virtual for upcoming cohort)
- Application window: May 1-June 11, 2021
- Applicants apply directly to GSA. GSA will gather all applicants and return DOI applicants to DOIU for vetting by the FM/HC/ACQ/IT senior leadership team
- [CXO Fellows Program Website](#)
- Shari Hanscomb, DOIU/LEAD is the POC



President's Management Council Interagency Rotation Program

The Presidential Management Council (PMC) Virtual Interagency Rotation Program (IRP) is managed by OPM and is aimed to bolster cross-agency exposure for high-potential GS 13-15s (or equivalent)

Program Objectives

- The PMC IRP enables emerging Federal leaders to expand their leadership competencies, broaden their organizational experiences, and foster networks they can leverage in the future
- Specifically, the program aims to:
 - Enhance participants' leadership competencies through a meaningful rotational assignment and other developmental opportunities, outside of their current agencies.
 - Expand PMC participants' interagency experience either within or outside their current area of expertise.
 - Offer engaging and insightful interagency cohort events that allow each participant to network and interact with other program participants, Federal employees, and Senior Executives.
- OPM usually conducts a Spring and Fall cycle. Dates of upcoming cycles are in flux due to Covid. When registration opens, DOI employees will apply through OSEOD/DOIU. Targeted DOI-wide announcement and webinars will be conducted to inform the workforce
- Theresa Spriggs, DOIU/LEAD is the POC.



SES Candidate Development Program (SESCDP)

- Premier senior-level leadership program for DOI (GS-14 and 15 or equivalent)
- Class size of 24-26 participants
- OPM-certified program
- 12 months
- 120-day detail in executive-level position
- 80+ hours of executive education
- Executive mentor
- Participants from DOI & non-DOI agencies
- Submit for OPM ECQ certification upon completion of program
- Admission is very competitive
- 700+ qualified applications for the most recent DOI class





Federal Executive Institute

- The Leadership for a Democratic Society (LDS) training program is managed by OPM's Federal Executive Institute
- Using the U.S. Constitution as the principal guide, the LDS program helps executives to understand the diverse goals of the government and the citizens they serve
- LDS is offered in online, residential, blended, and applied formats
- The LDS program is designed for U.S federal civil service employees in the pay grade of GS-15 or above. GS-14 federal employees who have executive-level duties may [request a grade waiver](#) to participate in the LDS program
- For FY21, applicants register and apply directly with OPM via leadership.opm.gov. Exception: interested employees in BSEE, NPS, and USGS should work with your bureau POC.
- View the [LDS Schedule at a Glance](#) to see schedule, tuition, and available formats
- Theresa Spriggs, DOIU/LEAD is the POC



White House Leadership Development Program (WHLDP)

- A highly competitive program for high-potential career GS-15 (or equivalent) employees poised to enter the next generation of career senior executives
- Sponsored by the Executive Office of the President (EOP) and the President's Management Council (PMC); supported by the Performance Improvement Council (PIC)
- It is a 1-year placement with weekly development programming
 - WHLDP Fellows are placed in a development assignment outside their expertise to work on challenging, cross-agency initiatives
 - Requires a whole-of-government perspective, stakeholder collaboration and engagement, working across boundaries without formal authority, and working outside traditional agency structures
 - All assignments are non-reimbursable, located in Washington, DC, and agencies are responsible for travel and/or relocation expenses that may be incurred for Fellows from outside the DC-area
 - Due to the ongoing COVID-19 pandemic, part or all of the assignment period may occur remotely, which will be determined at later date by the WHLDP managing program agency
- Applications are due April 16, 2021
 - DOI is participating in the WHLDP's self-nomination application process; applicants apply directly to the WHLDP program at whldp@gsa.gov.
- For more details, visit the [DOI WHLDP webpage](#)



DOI Career Connection (DCC)

<https://openopps.usajobs.gov/community/doi>


DOI Career Connection (DCC)

Providing purpose-driven opportunities for the DOI workforce

The DOI Career Connection is a robust program that facilitates opportunities to broaden employees' experience, address staffing needs, and build an agile, highly-skilled workforce throughout the Department of the Interior. DOI managers and HR Specialists can announce short-term projects, details, lateral assignments, and other skill building opportunities to this site for interested employees to participate in.

What is Open Opportunities? 

Looking for DOI jobs? 

 Keywords

Find opportunities by topic, skill, career field, agency or series

Search



DOI Career Connection (DCC) is our online portal for sharing short-term broadening assignments, details, and lateral opportunities across DOI



DCC – Eligibility and Benefits

Employees must:

- Be full-time, GS-15 and lower
- Receive supervisory approval to participate in or host an opportunity
- Be in a non-probationary status prior to applying for an opportunity



Employees:

- Advance your career by sharpening skills or learning new ones
- Gain a greater understanding of the workings of DOI
- Increase networking, cross-training, and collaboration opportunities
- Choose from a wide range of projects across the DOI bureaus

Supervisors:

- Meet your mission, while offering professional development to employees
- Fill short-term skill and personnel gaps quickly
- Tap into the talent and expertise within DOI
- Increase employee engagement and retention



DCC Opportunities and Webinars

- **One Time**
 - Short-term/defined hours and timeline
- **Ongoing**
 - up to 20 hours of a work week
- **Short- / Long-Term Details**
 - Up to 120 days
 - 120 days or greater (Requires HR action)
- **Lateral Assignments**
(Requires HR action)

<p>Construction Control Representative for construction projects in Rocky Mountain National Park</p> <p>This position serves as a Construction Control Representative in the Design and Construction Branch within the Division of Facility Management of Rocky Mountain National Park (ROMO). The primary purpose of the position is to provide construction management and on-site inspection services on a variety of</p> <p>Virtual</p> <p>Construction Inspection</p> <p>Agency: National Park Service Career field: Architecture and Engineering Series: Construction Control Technical</p> <p>Marina Connors Posted on 06/29/20</p> <p>Open</p>	<p>Civil Engineer/Project Manager</p> <p>This position is in Rocky Mountain National Park. The primary purpose of the position is to provide professional civil engineering advice and guidance on the planning, designing, constructing, expansion, rehabilitation and/or re-purposing of existing and/or new structures and facilities. Projects/work supports the park</p> <p>Virtual</p> <p>Excellent written and verbal communication skill. Skilled project manager.</p> <p>Project Manager Computer Aided Design</p> <p>Professional Engineer Civil engineering expertise</p> <p>Agency: National Park Service Career field: Architecture and Engineering Series: Civil Engineering</p> <p>Marina Connors Posted on 06/29/20</p> <p>Open</p>
<p>Become an Ambassador and help promote DCC!</p> <p>DOI Career Connection (DCC) is an online portal for sharing short-term assignments, details and lateral opportunities across the Department. In this assignment you will serve as one of the DOI Career Connection (DCC) Ambassador's responsible for promoting this newly developed Program.</p> <p>Virtual</p> <p>People skills Oral and written communications</p> <p>Collaboration/Presentation Ability Customer Engagement</p> <p>Agency: Office of the Secretary of the Interior</p> <p>Theresa Singleton Spriggs Posted on 06/15/20</p> <p>Open</p>	<p>FBMS Sales Order support</p> <p>This opportunity is designed for those individuals who already have the role in FBMS that allows them to create Sales Orders but don't use it frequently enough to stay in practice. OSEOD's Federal Consulting Group processes nearly 400 incoming Interagency Agreements each fiscal year with about half of those coming</p> <p>Virtual</p> <p>fbms</p> <p>Agency: Office of the Secretary of the Interior Series: Management And Program Analysis Related keyword: FBMS</p> <p>Patricia Buel Posted on 05/20/20</p> <p>Open</p>

DCC offers monthly informational webinars. The next webinar is scheduled for:
April 15, 2021, at 2:00 (EDT)

<https://www.zoomgov.com/meeting/register/vJlscuCvrzkvEIXRSWABK7JhJvk22rd0CkQ>



DOI Talent – Learning Management System

DOI Talent is the agency-wide talent management system where courses are catalogued, and employees register for a wide variety of learning opportunities.



**DOI Talent is so
MUCH more
than just
Mandatory
Training!**



My DOI Career An Ecosystem

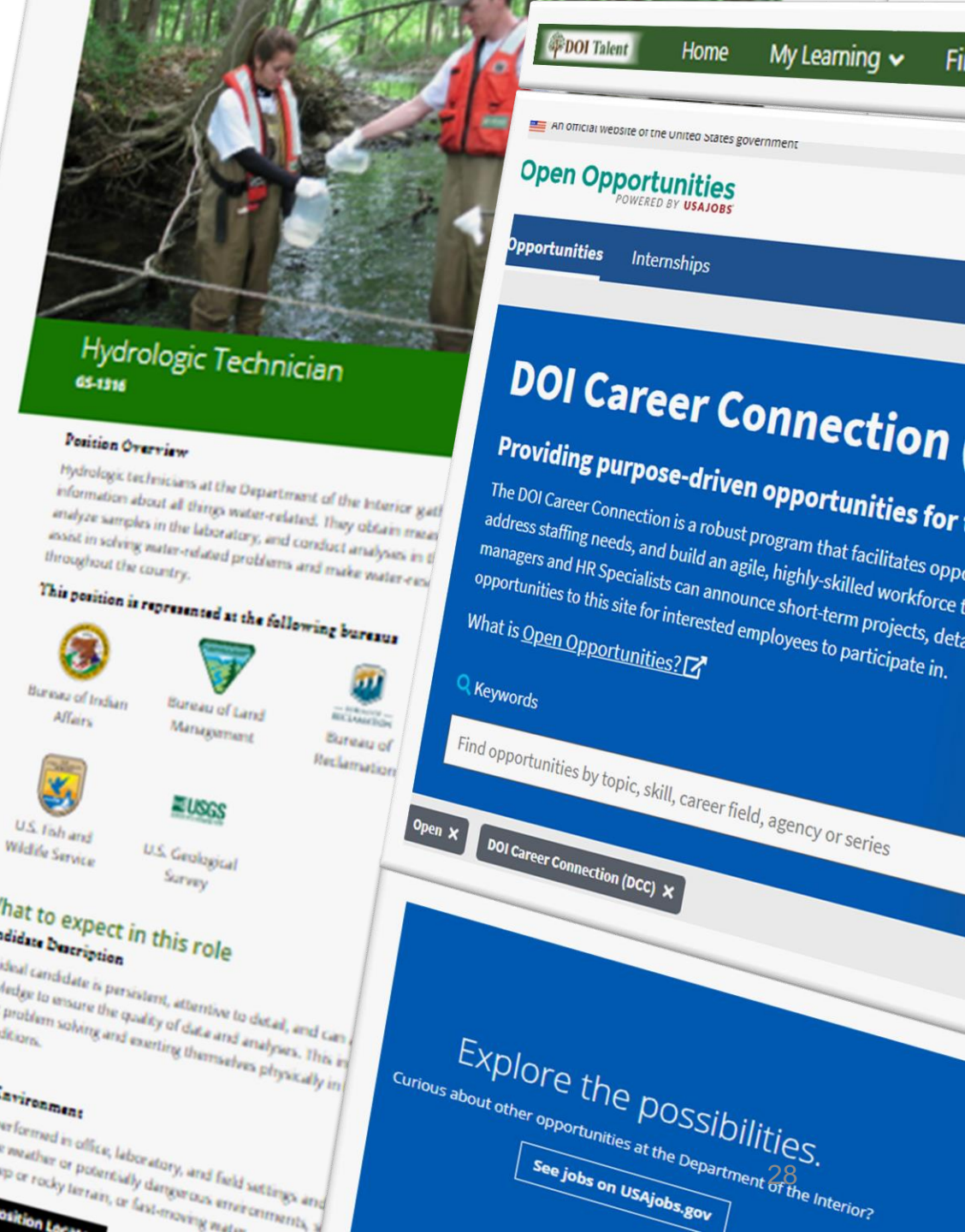
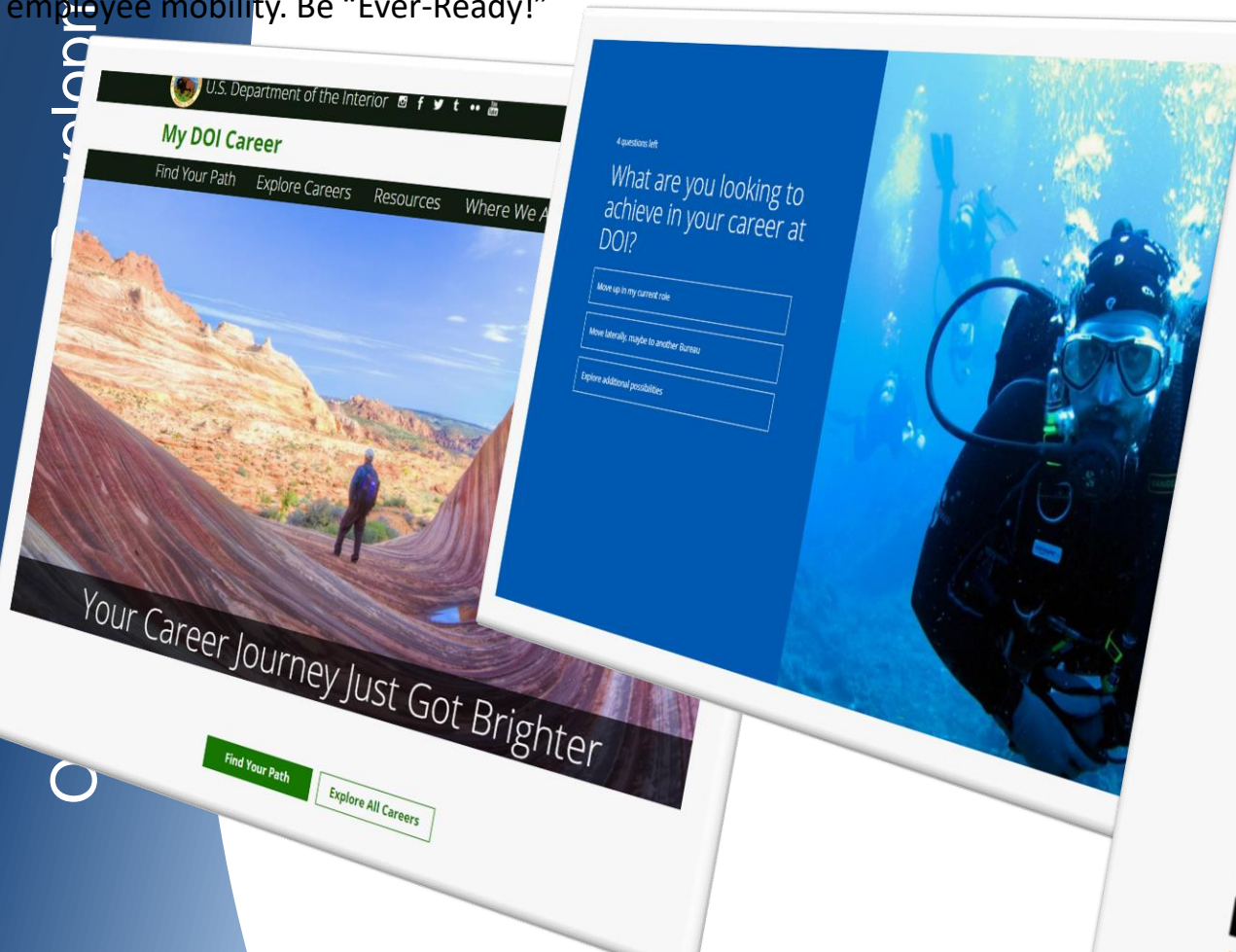


Your Career Journey Just Got Brighter!

Explore with DOI. View occupations across Bureaus, career levels, and physical locations.

Grow with DOI. See what's needed at the next level or branch out and find other paths to a **varied, rich and fulfilling** career at DOI.

Thrive with DOI. Personalize your individual development, supported by a culture of employee mobility. Be "Ever-Ready!"





Additional Tools for Professional Development

☐ On-the-Job Learning

- Challenging projects
- Rotational assignments
- Stretch assignments

☐ Learning from Others

- 360-degree feedback/peer feedback
- Mentor / Coaching
- Team projects
- Job shadowing
- Networking

☐ Learning thru Education

- Assessments
- Targeted training (competency-based)
- Continued education
- Training with industry

☐ Self-directed Learning

- Watching educational videos/podcasts
- Self-study programs
- Reading books and other publications or journals

Personal goals: Work out 3 days a week; Volunteer at the local school or election; Run a marathon; Walk a 10K; Join Toastmasters



Summary – Getting Unstuck

- Career development is a lifelong process – the ongoing process of managing one's life, learning, and work in order to advance forward, toward a desired future
- As employees, you are ultimately responsible for your career so **take charge** and chart your own course
- Recognize that you are stuck or haven't paid much attention to your development!
- We all have blind spots about ourselves; Understand your skills and experience gaps and identify strategies and actions to eliminate them
- Decide what you are willing to give up to get what you think you want
- DOI, through OSEOD, is committed to providing tools and resources to support employees career development – please consider all broadening and career enhancement programs and strategies open to you

Develop a plan and work the plan: Research shows that the most successful careerists have a long-term game plan that they follow in a disciplined way!!



Office of Employee Development
Chief Learning Officer





DOI University – Leadership, Engagement and Development (LEaD)

Open Enrollment
Leader
Development
Courses

Bureau-specific
Leader
Development
Courses

Interior Coach
Training Program

Supervisor
Refresher
Framework

Broadening
Opportunities

DOI Career
Connection

SES Candidate
Development

Executive Education